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16 September 1968

Mr. Bannerman via Mr. Coffey and [REDACTED]

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Mr. Coffey suggested that we submit a short interim report on the Records Purge.

Each Directorate has reported positive action taken to comply with the Executive Director's request to review and purge the inactive office records stored at the Agency Archives and Records Center.

a. Records Management Board:

Senior Records Officers have been appointed to the Records Management Board and they have met several times. The Board has issued a Purge Guidance Sheet concerning the objectives, requirements, and reports expected. A sub-committee of the Board is meeting with the Historical Staff to determine the types of Agency documents that must be retained. Records Plans beyond the purge also are under discussion.

b. Component Officers Appointed:

Each Independent Office and Deputy Director has distributed instructions concerning the purge. The Senior Records Officers have met with Records Officers and the appointed officials in each and every component in the Headquarters area.

Since 1 July, some 35 officers, representing 12 components, have visited the Agency Records Center to review their records holdings. Many others announced specific plans for visits to the Center in the coming months.

c. Results:

To date the reviews have resulted in the authorized destruction of 463 cubic feet of records and the transfer of 211 cubic feet either to headquarters offices for purge action or into the Agency Archives. Plans for 50% disposal in some components have been reported.

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Besides the inactive office records, studies are under-way on the Vital Records, Archives, and Supplemental Distribution materials stored in the Center. Only a few offices have sizeable volumes in these categories and they are being contacted separately on specific questions related to reduction of those holdings. (i.e.--NPIC is re-examining policies concerning 3,000 cubic feet of Vital Records; the Archives collection is being reviewed for microfilming; CRS/DDI is cutting stock level requirements on 18,000 cubic feet of supplemental distribution material; personnel and other large files to be stored more than 20 years are being studied for conversion to microfilm.)

The Board and the appointed Officers show a serious and determined effort in all quarters. I know of no exception at this point. Some areas have been able to take immediate disposal action while most could only organize and plan for systematic action over the coming months. All areas are developing reports and we will have a good analysis by the end of September

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